



Special Events Packet

Vashon Park District

What is a Special Event?

A Special Event may include any of the following:

- An event in a park that may have more than 50 attendees.
- An event that includes the sale of merchandise, food, beverages, etc.
- A fund-raiser
- Walk/Run Event
- Concert
- Festival
- Weddings & family reunions
- Athletic Tournament
- Parade
- An Event that may affect normal operations of a park for a full day or multiple days.

Special Events require additional planning because these events may impact the park, neighbors, and park visitors. Therefore it is vital that you, as the event organizer, have planned a safe event well in advance, and have received the necessary approvals before you begin marketing or advertising your event.

Special Events Checklist

Before you proceed, research the date of your proposed event. Is the park you've chosen available that day? Will the park accommodate your use and the number of attendees you expect? Create a basic Event Plan that includes a budget, notification plan, site map, and schedule of activities. Bring that with you when you drop off your Special Event Application Packet.

Completion of the application form and provision of the above information allows staff to initially process and evaluate your request with the following:

- Compatibility with Vashon Park District's mission and goals
- Suitability of a site to accommodate the event
- Other scheduled uses at the facility

All event organizers are required to complete a special event application form. Application forms can be obtained in our Ober Park offices or printed from our website (vashonparkdistrict.org). Please include the following information with your application:

1. Copy of your Certificate of Non-Profit status, if applicable.
2. Detailed site map showing locations of all displays, activities, booths, etc. Maps of each park are available in our Ober Office.
3. Detailed schedule of event activities.
4. Any permits or permit applications related to your event.
5. Notification plan for the impacted residents and neighbors.



If your application is approved, you will be required to pay a refundable damage deposit to hold the park for your dates. We will assess the damage deposit on a case-by-case basis based on the nature of your event, its duration, and other factors, but you can expect it to be between \$100-500, depending on the event.

The following event information (if applicable to your event) is required no less than one month prior to your event:

1. An insurance certificate for the event listing “Vashon Park District” as an “Additional Insured” or “Certificate Holder”. (If your event is at Vashon Commons, a certificate will also be required which lists Vashon Island School District.)
2. List of vendors and/or event related items which will be sold at your event, with insurance certificate for every food vendor, non-food vendor, and demonstration booth.
3. Press package or promotional material for your event.
4. Route signs – if applicable to your event (i.e. directional signs) are required at least two weeks prior to your event.
5. Payment in full of Facilities Use Fees is required at least one week prior to your event. (Certain Island-based non-profits can use our facilities at no fee for certain events. Check with the Facilities Coordinator.)

Conditions of Park Use

- Crowd must be orderly.
- Vehicles must stay off grass and walkways.
- No alcohol (without permits and insurance).
- No smoking.
- No controlled substances.
- ALL VPD rules and regulations for Park use must be observed.
- Event holders must remove all garbage from VPD property.
- All rentals are subject to availability.

Additional fees: Cleaning Fees: After any rental, if additional clean-up is required, there will be a \$50 minimum charge; plus \$50/hour after the first hour.



Vashon Park District Special Event Questionnaire

Event Name: _____

Event Date(s): _____

Event Location: _____

What part of the Park will you be using? _____

Start Time: _____ End Time: _____

Event Set-up Times: _____

Clean-up Times: _____

Event Sponsor: _____

Contact Name: _____

Contact Phone: _____ Cell phone: _____

Contact Email: _____

Contact Address: _____ Fax: _____

Sponsor Status: Non-profit/Private/Commercial

Name & Phone of two organization officers in addition to Event Contact:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Estimate attendance for event: _____

Will participants or spectators be charged for entry? Yes No

If so, how much? _____

Note: One Sanikan unit will serve up to 50 people for one day. You will be required to provide a sufficient number of Sanikan units to handle your event, at a cost of \$110/unit/weekend. VPD will order the units and bill you for the expense, which will be due at least one week prior to the event.

Will there be Vendors at your event? Yes No

Type of Vendors: _____ Number of Vendors: _____



Do you have a parking plan for this event? Yes No

Provide details: _____

Paradise Ridge only: Will there be overnight event camping? Yes No

If yes, describe: _____

A Fire Marshall-approved plan may be required. Do you have a fire plan for this event?

Yes No

Provide details: _____

Have you made any provisions for on-site security? Yes No (required)

If yes, describe: _____

Have you made provision for on-site medical services? Yes No (required)

If yes, describe: _____

Will you have a tent or other temporary structures? Yes No

If yes, describe: _____

Does your event require Electrical access: Yes No

Do you require water or other utilities? Yes No

Will there be alcohol served at your Event: Yes No

If yes, Liquor Liability and a Permit to serve Alcohol, in addition to Special Event Insurance, will be required. See VPD Facility Coordinator for details.

A Pre and Post-Event Walk-Thru with VPD staff will be required.

Agreement for Use of Facilities – Special Event
VPD Park _____

Date: ____ / ____ / ____

Person making application: _____ Phone _____

Organization: _____

Mailing Address _____ City/State _____ Zip _____

Email: _____ Fax: _____

Circle Area of Use: Fields Picnic Area Portion of Park Whole Park Other

Activity _____ Additional Equipment requested _____

DATE & TIME (NOTE: YOUR TIMES MUST INCLUDE SET-UP & CLEAN-UP)

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

Day/Date (s) _____ From _____ AM/PM to _____ AM/PM _____

* attach additional sheet if necessary

Adult supervision of all activities is required. (Ratio: 1/10 adult/youth). Please designate and instruct supervisors so they know they are “on duty”. How many youth _____ and how many adults _____ will you have? Have you instructed them that they are “on duty”?

You are required to take any garbage generated and leave the space in good condition for the next community group. Additional fees will be charged if additional clean up is necessary. Initial _____

See VASHON PARK DISTRICT FEE SCHEDULE for rental rates on all Vashon Park District Facilities.

Requested use: #Days: _____ X #Hours: _____ X \$Rate: _____ \$ _____

Equipment/set up/cleaning fees/ damage deposit: _____ \$ _____

Additional Charges if applicable: _____ \$ _____

Total payable to: Vashon Park District: _____ \$ _____

Alcoholic Beverages, Illegal Drugs, Firearms, and/or Gambling are prohibited in any area.

YOU MUST COMPLETE AND SIGN THE BACK OF THIS FORM

Vashon Park District P.O. Box 1608 Vashon, WA 98070 Office: 206-463-9602 Fax: 206-463-9614

VPD-FUF-03/07



AGREEMENT: I have read and understand the rules and regulations for use of VPD Facilities and will take full responsibility to abide by those rules and regulations. I do hereby understand that I am responsible for the supervision and control of any member of my party in any area of reserved Park to ensure their safety, prevent injury and/or damage to the equipment, property or grounds of Vashon Park District. I, as the applicant, agree to comply with all facility policies and procedures, and assume liability for any and all damages that are due to the negligence of the applicant. I understand that I am fully responsible for removal of any garbage that my event has generated, and that the facility **MUST** be left clean and in good condition. *Initial* _____

Cancellation Policy: Please notify us immediately if you need to cancel your reservation. If you cancel...
- At least 10 business days prior to your scheduled event, we will refund the entire rental deposit, less \$100 Processing fee.
- Less than 10 days prior to your event, we will refund the rental fee but you will forfeit your deposit.
All Special Event cancellations, regardless of timing, are subject to \$100 fee.

FEES/APPLICATION: Applicant/Organization acknowledges that charges, as outlined on the front of this form, are payable as agreed, upon application. Where specified, a damage deposit may be required.

AGREEMENT NOT TO SUE:
I, _____ fully understand that my participation in the above event/class exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in the event/class and agree to assume any such risk.
I hereby release, discharge, and agree not to sue Vashon Park District for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of Vashon Park District or any other participant in the event/class. In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless Vashon Park District from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class. I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Signature _____

Indemnification/Hold Harmless: *In consideration of the Vashon Park District's permission to use their facilities for my activities, the applicant/organization assumes all risks normally associated with the activity. The applicant/organization agrees to hold the Vashon Park District, its employees, agents, representatives, and volunteers harmless from any and all liability, actions, and causes of action, debts, claims or demands of any kind and nature whatsoever, which may result from such risks. The terms hereof shall serve as a release and assumption of risk by all parties engaged in the sponsorship and in the participation in the activity, as certified by the undersigned. It is the applicant's responsibility to make sure each member using the facility is aware of the Hold Harmless Agreement.*

Approval of application is revocable and shall not be considered a lease.

Signature of applicant: _____ **Date:** _____

(Print name clearly): _____

VPD Approval Date _____ Authorized by _____

- Office use only:
- Master Calendar
 - Deposits
 - Fees
 - Insurance & Permits
 - ANTS
 - Support Requests





Vashon Park District Conditions of Park Use:

Event Name: _____ Event Date: _____

- Crowd must be orderly.
- Vehicles must stay off grass and walkways.
- No alcohol (without permits and insurance).
- No smoking.
- No controlled substances.
- ALL VPD rules and regulations for Park use must be observed.
- Event holders must remove all garbage from VPD property.
- All rentals are subject to availability.

Additional fees:

Cleaning Fees: After any rental, if additional clean-up is required, there will be a \$50 minimum charge; plus \$50/hour after the first hour.

AGREEMENT NOT TO SUE:

I, _____ fully understand that my participation in the above event exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in the event and agree to assume any such risk.

I hereby release, discharge, and agree not to sue Vashon Park District for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of Vashon Park District or any other participant in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless Vashon Park District from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Signature _____

Indemnification/Hold Harmless: In consideration of the Vashon Park District's permission to use their facilities for my activities, the applicant/organization assumes all risks normally associated with the activity. The applicant/organization agrees to hold the Vashon Park District, its employees, agents, representatives, and volunteers harmless from any and all liability, actions, and causes of action, debts, claims or demands of any kind and nature whatsoever, which may result from such risks. The terms hereof shall serve as a release and assumption of risk by all parties engaged in the sponsorship and in the participation in the activity, as certified by the undersigned. It is the applicant's responsibility to make sure each member using the facility is aware of the Hold Harmless Agreement.

Approval of application is revocable and shall not be considered a lease.

Signature of applicant: _____ Date: _____

(Print name clearly): _____

VPD Approval Date _____ Authorized by _____

